**Advisory Committee Meeting**

**August 10, 2009**

**Minutes**

In attendance: Faith Line, Ray McBride, Rogan Hamby, Colleen Carney, Shasta Brewer, Kristen Simensen, Sarah McMaster, David Goble, Frank Bruno, Drusilla Carter, Wlodek Zaryczny

I.   **Opening Remarks**

   Faith apologized for missing the last meeting, and brought Krispy Kreme donuts.

II.   **Minutes**

   The minutes from the July 8th meeting were approved as presented.

III.   **Migration Status**
   a.   Status of 1.6 (State Library). Catherine reported that this version has not been cut yet, and that a beta version is not out. There is a trunk version. Catherine and Laura propose that we delay installing 1.6 until after the pilot libraries are live. As it has not been beta tested, we can assume the final cut is still several months away.
   b.   Laura has put a draft migration document on the wiki. It's the first choice under Reference. http://scln.statelibrary.sc.gov/index.php/SC_LENDS Catherine asked that everyone review it. She suggested that the section on reviewing data needs to be filled out, and asked for input on that section.

IV.   **Fact Finding Reports**
   a.   The bid for enhanced content was presented. Bowker presented the winning bid with Syndetics. The offer is good through Dec. 31, 2009. Catherine said Laura asked for that extension, as we want to make certain network issues are resolved before adding additional stress to the server. Sarah asked if the content could be turned on per site; Catherine said she did not believe so, as the content would be delivered to the SC LENDS server. Kristen moved that we accept the bid for the 3 year contract. Ray seconded the motion. The vote was unanimous.
   b.   Ask Me About SC LENDS pins – Laura found another pin with a better magnet. A sample was passed around. The estimated cost of this pin is $1.65. The group approved this sample, and asked that Laura move ahead with the pricing and design.
   c.   Frank asked about the SC LENDS bags he's seen. Catherine said these were the State Library's bags, and are used for all of SCSL's ILL. It was suggested that each library order their own bags, and each site have a different color. Colors selected so far:
      i.   SCSL – black
      ii.   Chesterfield – purple
      iii.   Dorchester – royal blue

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iv.   Fairfield – navy blue

v.   Calhoun – teal

vi.   York – yellow

vii.   Anderson – red

Catherine said she would ask Rob to send the vector graphic for the SC LENDS logo, if the library wants to use it.
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Faith asked Wlodek to discuss the issues they are having at Beaufort. Network issues have not been resolved. Is it a problem with the client? Equinox server issues? Sarah asked for more detail. Wlodek said everything is slow. Check out is slow. Patrons are leaving. Issues occur even on Sunday. Rogan discussed some network tools that can simulate network traffic. People on the inside testing latency, secure rules on router. Wlodek said he wants Equinox to come back out. Ray offered an onsite visit with Rogan. Ray said that Wlodek would need to ask county IT people to assist with the network troubleshooting. Wlodek asked about client analysis software. Wlodek said Stuart Forrest will contact Rogan to set up a time for them to do the onsite. Kristen asked, in the event after the visit the situation is not resolved, could the committee work by email to decide the next steps. The committee approved this.

It was also suggested that staff download the staff client for demo.gapines.org, and play in that sandbox. As this server is located with the SC Lends server, it will be a good test of the library's network for both the client and the OPAC.

Wlodek asked about Equinox's performance standards. He also asked that a developer be on the next conference call. He feels issues are not being resolved.

Catherine indicated that the Aug. 11<sup>th</sup> call would be the last conference call with Beaufort and Union. The next conference call would be for the new group of libraries. She assured Wlodek that the remaining open issues would still be a priority. She reminded him that these issues affect all the libraries.

Catherine was asked about reporting. She suggested a workgroup be formed to develop reports for the consortium, based on the consortium's needs. She pointed out there is a reports module, but it's based on SQL rules.

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V.   **Committee Reports**

a.   Code of Ethics for Employees. There are a few grammatical changes. A motion was made to approve the code as amended; it was passed unanimously.

b.   Circulation

i.   Rogan presented an analysis of the MARC record and its key importance in Evergreen. His powerpoint focused on Horizon issues, but he offered it to other libraries, who can adjust it as needed for their training. Shasta talked about adding the 007 in, as Evergreen pulls from this field as well. They both agreed
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that working with the leader would be a training issue for most libraries. Faith thanked Rogan, Shasta, and others who have been examining these issues.

    ii. Holds error message wording – A copy of this was presented. The committee reviewed it, but felt it was not what they wanted. Sarah said she would rewrite it and email it back to the committee for review.

c. Cataloging

    i. Shasta examined the question of duplicate bib records in the current SC LENDS catalog. She did a title search on "what", in order to get a thorough mix of records. She discovered that approximately 4% of the 800 results she examined are records that could be merged. Shasta gave a +/- 3% margin of error; therefore less than 7% of the records are duplicate bibs. Shasta also noted that records with zero holdings are not showing in the OPAC. Shasta suggested that people may have been led to believe there is a high rate of redundancy in the database. She believes this is not the case, based on her findings.

    ii. MARC record display in the OPAC. Catherine asked that the MARC record tab be restored to the OPAC. She said that there have been many requests by patrons and staff for this tab. After discussion, Kristen moved that the tab be restored. Ray seconded. Catherine will contact Equinox about restoring the tab.

    iii. Cataloging Policy. Ray felt the cataloging policy needs more explanation in specific areas. He felt that standards are not defined, other areas need clarification. The Advisory Committee will review the proposed policy more closely and ask for clarification on issues.

Drusilla suggested a committee should be established who would be responsible for reviewing the database and merging bib records. Shasta and Colleen both agreed that training should be a primary focus, before record merging. Colleen said that York would not mind being lead on the catalog cleanup.

d. System Administration

    i. Catherine reported on the network testing. She said some of the results were expected; a few had some surprising elements. She said that Florence and SCSL had similar results. Anderson had differing results. Libraries with only a T-1 connection had upload and download speeds less than .05Mbps, which is a problem. However, those libraries are getting an increase in bandwidth, which should resolve these issues. She said she was working to pull together a package of network tools that the libraries could use to monitor their traffic. She also said that each library needs to provide a detailed network infrastructure map. A checklist is being developed for the map.

e. Training Workgroup

    i. Drusilla reported. Dates for upcoming training are Sept. 17 for circulation and Sept. 23-25 for cataloging training. Circ training will be by Equinox; cataloging training by Bin Lin from PINES.

VI.     **Other Questions/Issues**

a. Rogan presented a preview of their new commres database. The Alpha-G quote was very high, so Rogan experimented with Drupal, Apache, MySQL, and PHP on a Windows server running Linux. The resulting database is known as SwampFox. http://swampfox.florencelibrary.org Rogan will be hearing from other libraries interested in this application.

b. Scheduling the test server for training. Catherine said that several people have indicated that they would like to use the test server for training. She said there will be a schedule posted to the wiki where people can sign up for the server. Priority will go to sites that are getting ready to migrate. Catherine also pointed out that the test server will run the version of Evergreen that the sites will be migrating to. However, it will not be a clone of the production server. The test server is designed for testing changes to Evergreen.

c. Development Request Policy. The committee will review the policy. Faith asked about a situation in which a site would like a unique feature. Would the site be permitted to pay for that development? If the feature does not negatively affect the installation, this would be permitted.

d. Other: Sarah reminded the committee that Evergreen is an Open Source software, and we cannot expect the same kind of thing we would get with a proprietary vendor. She said this is a collaborative venture.

e. Sarah asked about future funding for the consortium. She said there are sustainability issues that must be discussed; fiscal authority; encumbering money. It was suggested that a committee be formed to develop funding formulas. Kristen, Colleen and Laura will be the committee.
Kristen also mentioned that SC LENDS could do a variety of consortial purchasing.
Ray reported on his latest discussions with SirsiDynix.

VII. **Dismissal** – The next meeting date was not set.